

## Virginia Wireless E-911 Services Board Project Management Monthly Activity Report

Vendor: MAST International  
Region/Locality: New River Valley  
Period: November, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase II					
(1)Phase II Mapping upgrades	Blacksburg			2	RFP questions from vendors/review
(1)T/C Kerry Smith re: Call Accounting	Blacksburg			0.25	FU re: issues - resolved
(6)ID tech issues	Blacksburg			1	Prepare tower location for verification
(6)Call accounting issues re: Magic	Blacksburg			0.5	Mtg./FU w/Kerri Smith
(7)T/C Lt. Bradbury/MAST	Blacksburg			0.75	CAD/RMS demo times/questions
(7)T/C E/M w/Kerri Smith re: tower locations	Blacksburg			2.25	Schedule mtg. To validate locations
(8)New USCC tower	Blacksburg			0.5	Logged/Mapped
(10)T/Cs w/Kerri Smith/Lt. Bradbury re: Magic	Blacksburg			0.75	Problems w/call accounting software
(10)T/C Aston Cole - TCS re: new USCC tower	Blacksburg			0.25	For cutover strategy
(11) Regional Meeting	Blacksburg			0.75	Schedule/Reschedule
(12)T/C ECC re: Radio vendor	Blacksburg			0.25	For WB summary Report
(14)New USCC tower testing strategy	Blacksburg			1	T/Cs MAST/USCC/TCS
(1)Coordinate Phase II upgrades	Christiansburg			0.75	Mapping Demos/installations
(2)Phase II Mapping upgrades	Christiansburg			0.75	Status w/RFP/Vendor selection
(6)ID tech issues	Christiansburg			0.5	Prepare tower location for verification
(7)Mtg w/Martha Cox re: towers/sectors	Christiansburg			0.25	Location report
(8)New Verizon Tower	Christiansburg			0.5	Logged/Mapped
(11) Regional Meeting	Christiansburg			0.75	Schedule/Reschedule
(11)T/C Martha Cox	Christiansburg			0.25	Status report questions
(12)T/C Martha Cox re: Radio vendor	Christiansburg			0.25	For WB summary Report
(1)Phase II Mapping upgrades	Montgomery			0.25	Status of Vendor selection
(6)ID tech issues	Montgomery			2.25	Prepare tower location for verification
(6)Call accounting issues re: Magic	Montgomery			0.5	Mtg./FU w/Lt. Chandler
(10)T/C Faye Duncan	Montgomery			0.25	Tower/sector location
(11)Phase II report status	Montgomery			1.5	T/C/Mtg. W/ Lt. Chandler/Maj. Turner
(1)CAD/RMS/Mapping purchase	Pulaski			2.5	FU decision status/Demo
(2)Call accounting (Magic) status	Pulaski			0.5	T/C Bobby Lorton
(2)903 error report forms	Pulaski			1.5	T/Cs Angie/Haxall/Letia - Verizon
(2)F/U w/ Bobby re: ALI screen	Pulaski			0.5	Data display on ALI screen
(6)ID tech issues	Pulaski			1.5	Prepare tower location for verification
(7)FU Meeting re: Demos	Pulaski			1.75	Shield demo for CAD/RMS
(7)Validate tower location	Pulaski			0.25	Schedule mtg. w/Lt. Surber
(10)T/Cs Lorton/Surber re: Call Accounting	Pulaski			1	Status on issues/replacement parts ordered
(11)Schedule meeting	Pulaski			0.25	T/C w/Lt. Surber
(12)T/C Surber re: Radio Vendor	Pulaski			0.5	For WB summary Report
(1)Phase II Mapping upgrades	Radford			5.25	T/Cs/mtg/review proposals/status
(1)Phase II Mapping upgrades	Radford			8.75	Schedule/Plan strategy/Questions
(2)Call accounting (Magic) status	Radford			0.5	T/C Charlie Harris
(6)ID tech issues	Radford			2.25	Prepare tower location for verification
(6)Verify Tower/Sector locations	Radford			0.75	T/C Mtg. W/Charlie Harris
(11)Schedule meeting	Radford			0.25	T/C w/Charlie Harris
(12)T/C Charlie Harris re: Radio Vendor	Radford			0.25	For WB summary Report
(1)Meeting w/Interact	Region			1.5	Review Mapping software demo
(1)CAD/RMS/Mapping purchase	Region			1.75	T/Cs/Ems re: updates
(1)Phase II equipment upgrades	Region			2	Status report on RFP/Magic software
(1)TCS Traffic Plan	Region			0.25	T/C John re: receipt
(1)Mapping Matrix	Region			0.75	Update/verify/file
(1)T/C w/Chris Knights - MSAG	Region			0.5	Re: RFP info on NRV PSAPs
(1)Mapping RFP review	Region			3.25	Response from Wireless Data/Design
(2) E/M Angie Reynolds - Verizon	Region			0.25	E911 additional data w/errors

(4)FY 03 True-up reports	Region			0.75	Reviewed va911 site/FU
(4)FY 04 Funding adjustments	Region			0.25	Clarify information
(8)Meeting w/Steve Marzolf	Region			0.5	Coordinate based routing info
(10)On-site visits	Region			0.5	T/Cs to cancel
(10)Weekly contact calls	Region			0.5	PSAP status update
(10)Update WSP contact list	Region			0.25	Re: Ned Awad - Sprint temp. contact
(10)Follow up on POA/Status update	Region			1.75	Emails/T/Cs
(10)Mtg w/Steve Marzolf	Region			0.5	Prepare/review
(10)Correspondence w/USCC/Verizon	Region			1.25	Re:Blacksburg/Christiansburg
(10)Correspondence w/TCS re: Phase II readiness	Region			0.5	Phase II request letters
(11)Correspondence w/PSAPs	Region			1.25	Registering w/NevStar/Quick Ref.
(11)Regional Monthly Meeting	Region			1	Prepare/Conduct
(11)Attend Wireless Board Meeting	Region			1.25	Meeting/Minutes
(11)Planning Meeting	Region			0.5	Re: Status/Issues to resolve
(11)APCO/NENA Fall Conference	Region			6.5	Attend
(11)Newsletter	Region			5.5	Create/Format/Mail
(11)Review quick reference for region	Region			2.25	Update/verify changes
(11)Weekly Contact Calls	Region			1.5	Prepare/conduct
(11)Status updates	Region			1.5	Review pending issues/resolutions
(11)Tasking review report	Region			2.75	Status/updates/questions
(11)Review websites	Region			1.5	VA911/NENA/APCO
(11)Check E-mails	Region			0.25	Correspondence between PSAPs/WSPs
(12)Daily and Monthly Activity reports	Region			8	Enter information/calculate hours
(12)Report on Wireless Board Meeting	Region			0.25	
(12)CMRS reports for Sept./Oct.	Region			3.25	VA911 site/T/C w/Terry Mayo/Review/Correct
(12)PSAP Summary Report for Wireless Board	Region			1.5	Format/Draft gather info for year end report
(13)Phase II Training Manual	Region			4.5	Create/Edit inserts
(13)Training Manual - Task 7	Region			1.5	CAD issues/factors
(13)Coordinate based routing	Region			0.75	T/C w/Steve Marzolf/edit manual
			0	109.75	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments